

FACT SHEET: Reporting Prescribed Events

Building permit number, levy and reporting changes from 1 July 2019

The RBS's role of providing independent oversight of buildings and building work throughout the construction process and ensuring that buildings are safe for use, accessible and energy efficient, is critical to the effective operation of the building market in Victoria. It is vital that this is completed with a high degree of care and compliance.

The information that RBSs supply to the VBA is critical to inform the VBA's consumer protection, market regulation, practitioner support and community safety objectives. High degrees of care and compliance are therefore required of RBSs in the exercise of their functions. The VBA will continue to;

- closely monitor and support compliance with existing provisions as well as those coming into effect from 1 July 2019
- identify and support systemic areas for improvement
- conduct risk-based Compliance and Enforcement activities
- work with RBSs as co-regulators to highlight priorities and systemic issues, and provide compliance support, to continue to enrich the critical role of the RBS and the data available to the VBA that supports the VBA in exercising its functions.

Reporting prescribed events for a Building Permit

Reporting prescribed events (Regulation 47)

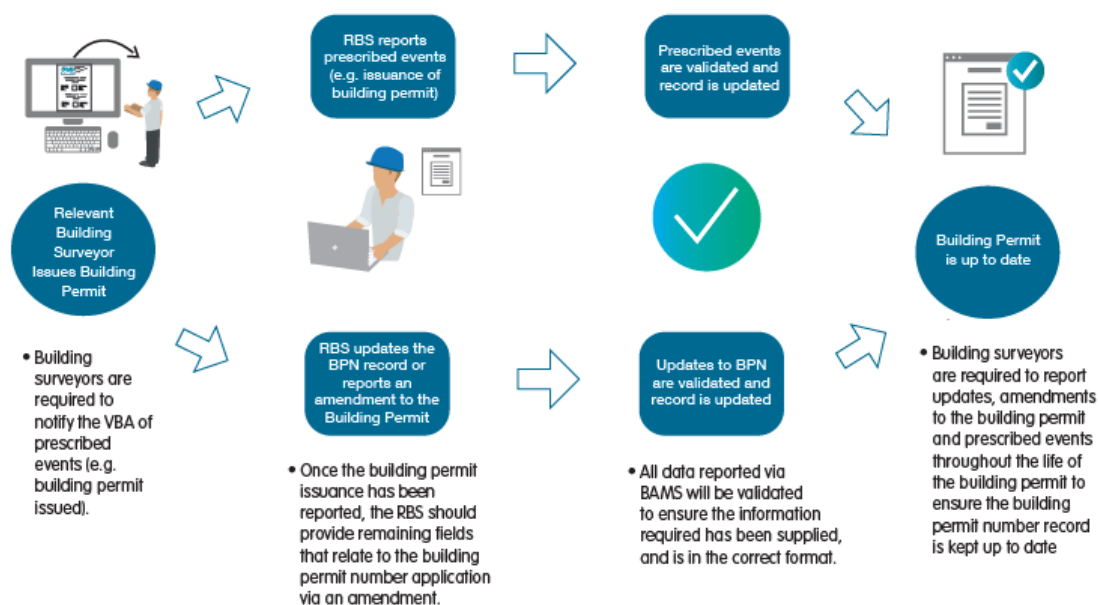
For building permits where the building permit application was accepted by the RBS before 1 July 2019, please see the transitional reporting arrangement fact sheet.

For **building permits where the building permit application is accepted on and from 1 July 2019** requirements to keep records of and report on levy under regulation 46 no longer apply.

For **all building permits no matter when issued**, on and from 1 July 2019 additional requirements specified in regulation 47(2) and (4) require the RBS to notify the VBA, by the 7th of the following month;

- whether an occupancy permit is required in relation to the building work
- the mandatory notification stages for the building work set out under Part 12 of the Regulations
- whether the building work is to be carried out on land that is subject to a determination under regulation 64(1)
- whether any exemption from, or consent to partial compliance with, certain requirements of the Regulations relating to the building work has been given by the RBS under regulation 229(2), 231(2), 233(3) or 234(2)
- whether the building work involves the construction of a swimming pool or spa or an associated safety barrier
- whether the RBS determined under regulation 111(2) that protection work is required in relation to the building work
- any extension granted during that month by the RBS under regulation 59 to the commencement date or completion date of the building work to which the permit applies and the new dates
- any inspection of building work to which the permit applies at a mandatory notification stage under section 34 of the Act
- any determination by the RBS that protection work is required in relation to building work to which the permit applies under regulation 111(3)

The prescribed events reporting requirements are listed in the table in the following section. Prescribed events can be reported using the online portal selecting the report event function or using a separate CSV to the application/amend by uploading the CSV into BAMS in the 'Report Prescribed Events' section of BAMS.



Five-day reporting [Regulation 47A]

No change to prescribed events that RBSs are required to report to the VBA within five business days of occurrence;

- **Permits issued before 1 July 2019** - if builder named on permit **ceases to be engaged** to carry out the building work to which the permit relates. Existing arrangements for notification remain in place through email to VBA using the form available on VBA website.
- **Permits applied on BAMS** - if builder named on permit **ceases to be engaged** to carry out the building work to which the permit relates. Use BAMS to 'Terminate the Builder Contract' (see [building surveyor user guide](#) for details)
- if builder named on a building permit **changes**, the building surveyor will be required to amend the building permit record via BAMS (see [building surveyor user guide](#) for details)

Information required to report prescribed events

The fields in the table on the next page are to show which fields are 'conditionally required' dependant on the event code. Please see the **sample CSV file** and **technical specifications** to see all fields reportable for prescribed events. These events are to be reported by the 7th of the following month in which the event occurred (but can be reported at any time throughout the month).

The first prescribed event reportable is the issuance of the building permit and the final prescribed event is either the Occupancy Permit **or** certificate of final inspection.

You are required to report pass and fail for inspections such as 'Mandatory Notification: Before pouring specified concrete member'.

This table is a summary to indicate which fields that 'conditionally required' dependant on the event code. Grey means it is not required for this event code. Please refer to the **sample CSV file** and the technical specifications spreadsheet to see **all 13 fields** that are required as part of reporting prescribed events.

Prescribed Event Code (Picklist)	Event Date (YYYY-MM-DD)	Inspection Status (Fail/Pass)	Certificate Number (Numbers)	Persons Registration Number (Numbers)	First/Last Name of Person Involved (Letters)	Notes (Free Text)	
10	Issuance of Building Permit	Permit Issue Date				Add notes if relevant	
11	Commencement of Works/First Inspection	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Add notes if relevant
13	Occupancy	Occupancy Date		Occupancy Permit Number			Add notes if relevant
14	Final Inspection	Inspection Date	Inspection Status	Certificate of Final Inspection	Inspectors Registration Number	Inspected By	Add notes if relevant
20	Project/Permit Lapsed	Lapsed Date					Add notes if relevant
21	Project/Permit Abandoned	Abandoned Date					Add notes if relevant
22	Protection Work	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Describe the protection work
23	Exemption						Describe the exemptions
24	Extension to Completion Date	New Finish Date			Surveyors Registration Number	Surveyor	Add notes if relevant
30	Mandatory Notification: Before placing a footing	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Add notes if relevant

31	Mandatory Notification: Before pouring specified concrete member	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Add notes if relevant
32	Mandatory Notification: Completion of framework	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Add notes if relevant
33	Mandatory Notification: Fire and Smoke resistance inspection	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Add notes if relevant
34	Mandatory Notification: Protection of Public before building	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Add notes if relevant
35	Mandatory Notification: Completion of excavation	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Add notes if relevant
51	Mandatory Notification: Other Inspections	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Add notes if relevant
40	NCC Vol 1 Performance Solution - Part C				Registered Person's Number	Registered Person	Paste the details from the permit
41	NCC Vol 1 Performance Solution - Part D				Registered Person's Number	Registered Person	Paste the details from the permit
42	NCC Vol 1 Performance Solution - Part E				Registered Person's Number	Registered Person	Paste the details from the permit
43	NCC Vol 1 Performance Solution - Part F				Registered Person's Number	Registered Person	Paste the details from the permit
44	NCC Vol 1 Performance Solution - Part BGHIJ				Registered Person's Number	Registered Person	Paste the details from the permit
50	Other Inspections	Inspection Date	Inspection Status		Inspectors Registration Number	Inspected By	Describe the inspection details

Additional fields to be reported include: Building Permit Number, Building Permit Stage Number, Date of Building Permit Issue, Building Surveyor Registration, Project ID/Name.